



## State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

DATE: December 2008

TO: Carl Perkins Fiscal Agent LVECs/CTE Coordinators

FROM: Sharon Wendt, Division Director *SW*  
Career and Technical Education Team

SUBJECT: 2008-2009 (FY '09) Carl Perkins Formula Reallocation

Enclosed is a listing of **final** allocations for FY '09.

In order for this information to be available for 2008-2009 project development, the *planning* figures were derived from the most current data available at the time the information was generated. However, the law requires that data from the *previous* year be used; i. e., 2007-2008 data for 2008-2009 formula allocation applications. Therefore, during the **reallocation** process, this adjustment is made.

By **February 13, 2009**, complete Step 1 or 2:

### Step 1

#### "New Activities"

- If these monies will be used to support activities which are **not** described in your approved project, a "revised" application and "revised" budget are required; i.e., all *appropriate* sections of the application form (PI-1303, PI-1303-B) and *all four sections* of the budget/budget modification form (PI-1303-A) must be updated. The entire application and budget must be submitted as e-mail attachments to [marilyn.bachim@dpi.state.wi.us](mailto:marilyn.bachim@dpi.state.wi.us)

or

### Step 2

#### "Doing More of the Same with the Reallocation"

Complete **all** four sections of the budget/budget modification form (PI-1303-A). Rationale **must** include a statement that these monies will be used to support the **existing**, approved project activities. Submit PI-1303-A as an e-mail attachment to [marilyn.bachim@dpi.state.wi.us](mailto:marilyn.bachim@dpi.state.wi.us)

Please remember to use the "most current" approved budget. *How do I know which is the most current?*

- If a 2008-09 grant award **has** been released, the "most current" approved budget would be the one enclosed with the grant award letter.
- If a 2008-09 grant award **has not** been approved so far this fiscal year, the "most current" approved budget would be the one submitted with the original application.

*Do I need to complete a "brand new" PI-1303-A budget template in order to submit a request?* No. (Use your electronic copy of the ones described in the previous paragraph, modify to reflect the final allocation, and e-mail to Marilyn.)

If you are unable to find the electronic copy of your application and/or budget, please e-mail Marilyn for a copy. Please discuss any concerns/questions with your CPA project liaison.

Thank you for your attention and continued service to Wisconsin's CTE programs.

Enclosure